

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
2930 (931) P

November 4, 2004

EMS TRANSMISSION
Information Bulletin No. ID-2005-013

To: District Managers

From: Deputy State Director, Resource Services

Subject: Fiscal Year 2004 Recreation Fee Demonstration Project Report to Congress

DD: 11/09/2004

DD: 11/29/2004

As described in the attached Washington Office Instruction Memorandum (WO IM) No. 2005-014, please submit your FY 2004 recreation fee demonstration project report to Kay Schiepan, Idaho State Office. The narrative section on accomplishments is due by COB next Tuesday, November 9, and the remaining tables and spreadsheets are due no later than November 29, 2004.

The narrative section is the first section of the annual report and the most valuable section for Congress to review as they prepare final fee legislation. Please report on one or two of your most successful situations using the fees that you have collected. As appropriate, address the following items in your narrative: 1) work accomplished with partners and partnerships, particularly as it involves youth, 2) partner contributions and how they assist BLM in accomplishing recreation program goals and objectives, 3) BLM contributions to the partnership, and 4) public benefits from this partnership. See Appendix 3 in the WO IM for more detail.

Along with your narrative, please provide a list of groups, organizations, clubs, and local or state governments that are vocal about their support for the fees at the site or for the national fee program. This is another piece of data that Congress is always asking us to provide.

If you have any questions, please contact Kay at (208) 373-3825 or by e-mail.

Signed
Jonathon S. Foster
Acting for Susan Giannettino

Authenticated
Sharon Olendorff
Staff Assistant (930)

Attachment
WO IM No. 2005-014 (10 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

November 4, 2004

In Reply Refer To:
2930 (250) P

EMS TRANSMISSION 11/02/2004
Instruction Memorandum No. 2005-014
Expires: 09/30/2006

To: State Directors
Attention: Recreation Program Leads

From: Assistant Director, Renewable Resources and Planning

Subject: Fiscal Year 2004 Recreation Fee Demonstration Project Report to Congress

DD: 11/12/2004

DD: 12/03/2004

Program Area: Recreational Fee Demonstration Program, Secretary's Annual Report to Congress.

Purpose: This Instruction Memorandum (IM) is direction to the field requesting data for the subject report and to establish a consistent format for reporting the data back to Washington for preparing the Secretary's Annual Report to Congress. Legislative language identifies the specific information that is required of the agencies for this report.

Policy/Action: Information providing a detailed explanation on report requirements and the rationale for providing this information is included in Attachment 1. The attached report forms, Attachment 2, were developed by an interagency team to help ensure the reporting of consistent data. To comply with the reporting requirement, please provide the information to complete both the spreadsheets and tables in Attachment 2 and the narrative/accomplishment section in Attachment 3. The due dates are very important, because the results must be analyzed for national implications as well as combined with other Agency results to produce a joint report to Congress by January 31, 2005. **All "Recreational Fee Demonstration Program" project reports are to be sent to your respective State Recreation Program Lead. Each State Lead will consolidate their individual State project reports, give a State total, and forward them to the Washington Office.** Note; please forward all of the submissions for Tables 1 and 2 that you receive from each of the fee demonstration project managers. This year we are asking that you send your narrative section on accomplishments to the Washington Office (WO) earlier and separately from the rest of the report. This narrative will also be used to provide input to the Year 2004 Chief Financial Officer's Report.

Time Frame: This IM is effective upon receipt. Interim progress reports to Congress are due on January 31, 2005, and each succeeding January until the fee demonstration program is completed. Please have the narrative/accomplishment section sent to WO-250 by close of business (COB) November 12, 2004 and the rest of the report on the attached forms to WO-250 by COB December 3, 2004. We realize that this memo may arrive after the first due date, however the WO Recreation Group has been coordinating directly with the program leads responsible for this action.

Budget Impact: The budget impact upon complying with this IM is minimal. Most of the data are already gathered or can be collected from existing data bases. If our report to the Department of the Interior is late and consequently late to Congress, there could be some grave consequences to the Bureau of Land Management (BLM) budget.

Background: Interim progress reports to Congress are due on January 31, 2005, and each subsequent January until the fee demonstration is completed. This report is a requirement of the 1996 Appropriations Bill, Section 315 - Public Law 104-134. Four agencies (BLM, FS, FWS, and NPS) will be participating in this report to Congress. The Department of the Interior will consolidate all of the participating Agency reports to make one consolidated report to Congress.

Manual/Handbook Sections Affected: None

Coordination: The "Report to Congress" format and contents have been developed as part of an interagency team for the Secretary of the Interior. Members of the team include representatives from the Department of the Interior, Assistant Secretary, Policy Management and Budget, Office of Management and Budget, National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the Department of Agriculture, U.S. Forest Service. In addition, the IM has been coordinated through AD, Renewable Resources and Planning; AD, Business and Fiscal Resources; the Budget Officer; The National Landscape Conservation System and Directives.

Contact: If you have any questions please contact Lee Larson at (202) 452-5168 or by E-mail at Lee.Larson@blm.gov.

Signed by:
Thomas H. Dyer
Acting Assistant Director
Renewable Resources and Planning

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

3 Attachments

- 1- Guidance to Managers on Reporting Costs, Revenues, Visitation, Infrastructure and Accomplishments Associated with the Fee Demonstration Program (3 pp)
- 2- Recreation Fee Demonstration Program Report to Congress Spreadsheet 1- 2 and Table 1-2 (4 pp)
- 3- Accomplishments Section (1 p)

**Guidance to Managers on Reporting
Costs, Revenues, Visitation, Infrastructure and Accomplishments
Associated with the Fee Demonstration Program**

Congress authorized the Recreational Fee Demonstration Program in Section 315 of Public Law 104-134. Four agencies were mandated to implement the Recreational Fee Demonstration Program - National Park Service, Bureau of Land Management, Fish and Wildlife Service, and the U.S. Forest Service.

From each project manager we need data related to visitation, revenues, costs, and accomplishments associated with the fee demonstration program from your projects. **We will include all of the BLM's fee sites, each project with a project number, in the report to Congress this year and subsequent years.**

Management information needed for the evaluation is specified below. Similar information is being obtained from each of the four agencies involved in the Recreational Fee Demonstration Program. Since the information should be as comparable as possible across the four agencies, we are providing guidance to help you consistently report the management information.

The following types of data must be collected and reported for all sites/projects (same as FY03), from all four agencies, participating in the fee demonstration program. The following items numbered 1 - 7 refer to Attachment 2 and item number 8 refers to Attachment 3, Accomplishments. If a particular section of any form does not apply to your project, please indicate by entering NA.

1. Visitation (Spreadsheet #1, Column 2)

Each fee demonstration unit or project must report its data by project name and project code. Visitation data is needed to determine the extent to which a change in fees impacts and affects visitation to a site, as well as to assess the potential for fee revenues from visitors and users. The following data are required:

- Total number of visitors to the unit during Fiscal Year 2004.

2. Fee Revenues (Spreadsheet #1, Column 3, 4)

The revenue amounts reported should be based on the fiscal year treasury account report. Thus, some revenues at the end of the year will be reported for the year in which they are deposited and recorded in the system, not the year they are actually collected. The following data are required for each of the demonstration pilot projects:

- Total amount of fees collected, at the project site, during Fiscal Year 2004.
- Estimate Fiscal Year 2005's revenue.

3. Cost of Collecting Fees (Spreadsheet # 1, Column 5 - 8)

Information on cost of fee collection is essential for calculating *net* revenues, or the cost-effectiveness of the fee program. This includes *all costs that can reasonably be attributed to the activity of collecting fees* from the public for entrance into, or for use of, your unit or project during the year. The following data are required:

- Total direct and indirect fee collection costs separated into capital costs and operating costs. These costs should then be totaled and then indicate the costs as a percent of fee revenue (excluding general overhead costs).
- Program Elements (PE): EA, EB, FH are associated with permits, not all of the costs in these elements will be in support of revenue collection! Collection costs need to be separated from the totals in the PEs.

All the fee demonstration agencies are now using the cost categories that are used by the National Park Service, which are summarized below. You need only to report a total annual figure of collection costs for your unit, even though for calculation purposes you may tally each of these categories separately. **Only report the amount that can be directly attributed to the cost of collection. The cost of collection for an SRP is only the billing and depositing of the SRP fee! Please do not over state the cost of collection.**

- Salaries and benefits (on a pro-rata basis for individuals with other duties in addition to fee collection activities).
- Utilities charges (e.g., electric, gas, phone) for fee collection facilities.
- Costs associated with fee collection training.
- Maintenance costs (e.g., janitorial or repairs) associated with fee collection activities, facilities, or equipment.
- Communication items (e.g., radios, phones) needed for fee collection.
- Other costs associated with fee collections (e.g., bank contracts, armored car services, money orders, printing park specific passes).
- Fee demonstration project-specific law enforcement.

4. Expenditures of Fee Revenues (Spreadsheet #1, Last Column - 9)

Only report the total fee revenue spent on the site.

5. Expenditures of Revenues by categories, (Spreadsheet #2)

Each fee demonstration unit or project must report its expenditure of fee revenues by project name and project code by the categories on the spreadsheet. Program Elements shown are for the Fiscal Year 2004 report to Congress. Many of the PEs are applicable in more than one category. Use your best judgment where and how much is to be distributed among the categories. The following data are required for each of the demonstration pilot projects:

- Fill in the columns using the total Fiscal Year 2004 expenditures of fee collections for each category for the entire project. *Note: we expanded one of the categories from previous years to reflect the Department moving towards similar Program Elements.*

6. Description of the Backlog Maintenance Projects (Table # 1)

List your top five (5) priority deferred maintenance (backlog) projects for the fee demonstration project.

- Indicate the estimate of the total project cost, total funds expended cumulative from, where applicable, Fiscal Year 2001 through Fiscal Year 2004, and expected completion year of backlog projects.

7. Description of Enhancement Projects (Table # 2)

List and describe any enhancement projects for the site, added services, or other key areas of public service where fee demonstration funds were expended on a particular fee demonstration project.

- Indicate total project cost, funds spent cumulative from Fiscal Year 2001, where applicable, through Fiscal Year 2004, and the year you expect to complete the project.

8. Accomplishments: Narrative, due COB November 12, 2004
(Reference Attachment 3)

Summary Data for Bureau of Land Management Fee Demonstration Projects
Fiscal Year 2004
Spreadsheet #1

Bureau of Land Management Fee Demonstration Project and Project Number	No. of Recreation Visits	Fee Demonstration Revenues \$	FY 2005 Estimated Revenues \$	Cost of Fee Collection PE Codes: EA,EB,FH,XI		Total Cost of Collection	Cost of Collection as % of Revenues	Total Expenditures of Fee Demo. Revenues
				Capital	Operations			

BUREAU OF LAND MANAGEMENT
Expenditures of Fee Revenues
Spreadsheet # 2

Name of Project & Project Number	Expenditures of fee revenues by Category, FY 2004 (\$\$\$)					
	Visitor Services, Law Enforcement *PE- AL, EA, EB, FH, NU, NV, NZ	Resource Protection *PE- BA, HF, JA, 0JD, MA, NX	Deferre d Maint. *PE-HA	New Construction, Enhancements, Health & Safety, Natural Res. Preservation *PE-0HB, 0HC, 0HJ, 0JD	Annual & Routine Maintenance & Operations *PE- 0HB, 0HC, 0HJ, HS	Other *PE-DA, DC, MF, MV
Total for the State						

* PE: Are shown for FY 2004

0 can be used in more than one category.

Description of Backlog Maintenance Projects

TABLE # 1

DESCRIPTION OF THE BACKLOG MAINTENANCE PROJECTS Estimated Total Project Costs = ETPC	Funds Expended Through FY 2001	Funds Expended Through FY 2002	Funds Expended Through FY 2003	Funds Expended Through FY 2004	Funds Expended Through FY 2005	Fiscal Year Completion Expected
Priority 1: Estimated Total Project Cost: \$ _____	\$					
Priority 2: Estimated Total Project Cost: \$ _____	\$					
Priority 3: Estimated Total Project Cost: \$ _____	\$					
Priority 4: Estimated Total Project Cost: \$ _____	\$					
Priority 5: Estimated Total Project Cost: \$ _____	\$					

In addition, please list and describe any enhancements, added services or other key areas of public service in which Fee Demo. Funds were expended on this local fee demonstration project. Include amount of fee Demo. Funds spent during the FY and an estimate of future funding requirements.

TABLE # 2

Description of the Project:	Funds Expended Thru FY 2001	Funds Expended Thru FY 2002	Funds Expended Thru FY 2003	Funds Expended Thru FY 2004	Funds Expended Thru FY 2005	Fiscal Year Completion Expected
Enhancements #1 Estimated Total Project Cost: \$_____	\$					
Enhancements #2 Estimated Total Project Cost: \$_____	\$					
Enhancements #3 Estimated Total Project Cost: \$_____	\$					
Enhancement #4 Estimated Total Project Cost: \$_____	\$					

Accomplishments

Congress has given us an opportunity to share our positive experiences and accomplishments. We believe this will be the year that they make the program permanent. We need to let them know of the great success this program has been to the BLM by sharing with them our best and greatest accomplishments.

Each site manager needs to report on one or two of their most successful situations using the fees that you have collected. ()** Be specific! Consider: how, what, when, where, why, who, and answer “what has changed” as a result of the fees being available to you to put back into the site. This section is going to be the first section of the report for Fiscal Year 2004 (as it was last year). This will be the most valuable section for Congress to review as they prepare final legislation. You have completed many great projects, let’s share them with Congress. All you need is a short paragraph on one or each of the two accomplishments that you report.

This year emphasize your work with partners and partnerships! What are their contributions and how do they assist BLM in accomplishing your recreation program goals and objectives? What does BLM contribute to the partnership? How do the public benefit from this partnership?

And finally, please provide a list of groups, organizations, clubs, or local, state governments that are vocal about their support for the fees at the site or for the national fee program. This is another piece of data the Congress is always asking us to provide.

**** Please emphasize any work you have completed working with youth or other youth partnerships in the program and where you have used fee revenues.**